

Headquarters  
Eighth Army  
Unit #15236  
APO AP 96205-5236

Army in Korea  
Pamphlet 750-10

5 July 2017

## Building Leaders and Readiness

### MAINTENANCE TERRAIN WALK

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**\*This pamphlet is the first edition.**

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**Summary.** This pamphlet provides guidance and establishes procedures for the implementation of the Eighth Army's (8A) Maintenance Terrain Walk program (MTW). The MTW is a commander's program. This program focuses commanders, directors and supervisors on maintenance management and operations core competencies. The MTW is a leader development program for Command Groups. The purpose is to ensure a high level of awareness and command interest in field maintenance by ensuring senior commanders understand how their maintenance program operates. The program is designed to assist units in achieving regulatory requirements and maintaining readiness postures above Department of Army goals.

**Applicability.** This pamphlet applies to all 8A units.

**Supplementation.** Supplementation of this pamphlet will be in accordance with guidance found within to account for levels of command and uniqueness within the commands as per DA Pam 750-1, ch10, paragraph 6a. Establishment of command and local forms are not authorized without prior approval from 8A G4 (EALO) Unit #15236, APO AP 96205-5236.

**Forms.** AK forms are available at  
[http://8tharmy.korea.army.mil/g1\\_AG/Programs\\_Policy/Publication\\_Records\\_Forms.htm](http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Forms.htm).

**Records Management.** Records created as result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Record Information Management System website <http://www.arims.Army.mil>.

**Suggested Improvements.** Users of this pamphlet are invited to send comments and suggestions for improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to 8A G4 (EALO) Unit #15236, APO AP 96205-5236.

**Distribution.** Electronic Media Only (EMO).

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

The Maintenance Terrain Walk (MTW) program is a leader development program for battalion and brigade command teams. The program's purpose is to ensure a high level of awareness and command interest in field maintenance by ensuring senior Command Groups understand how their maintenance program operates. The MTW also enables command teams to highlight maintenance capabilities, maintenance management procedures and best practices to the Eighth Army (8A)'s leadership.

#### **1-2. References**

Required and related publications and forms are listed in appendix A.

#### **1-3. Explanation of Abbreviations**

Abbreviations used in this regulation are explained in the glossary.

#### **1-4. General**

The conduct of maintenance and a unit's ability to sustain operations over an extended period of time are the direct responsibility of the Commander. No unit, no matter how well trained in the execution of its tactical mission, can expect to fight and win on the battlefield if it cannot maintain its equipment. Maintenance and training exist together, both critical to mission success and the survival of the Soldier.

#### **1-5. Conduct**

a. Maintenance Terrain Walks are training events conducted within 90 days of assumption of command. It is not an inspection, rather a teaching forum to share lessons learned across the Korean peninsula.

b. The Maintenance Terrain Walk is conducted as an on-site briefing between the Deputy Commanding General – Sustainment (DCG-S) and the Command Group on battalion maintenance management and operations, which occurs in each unit area (motor pool, aircraft hangers, arms rooms, Chemical, Biological, Radiological and Nuclear (CBRN) rooms and communication shops).

c. The event begins with a maintenance overview briefing of not more than 20 minutes duration conducted in a location of the Command Group's choosing in accordance with (IAW) Training and Evaluation Objective (T&EO) 1. Next is a tour of the Battalions' / Brigade's maintenance areas IAW T&EO 2. Command Groups brief the DCG-S on T&EOs 1-25. Additionally, Aviation Command Groups brief T&EO 26. The DCG-S has the discretion to discuss any number of programs from the Objectives listing.

d. Key maintenance personnel may be present to facilitate the conduct of the tour but they will not brief or answer questions unless specifically addressed by the DCG-S.

## **Chapter 2**

### **Terminal Training Objectives**

#### **2-1. Listing of Terminal Training Objectives**

a. **TASK:** Conduct a Maintenance Terrain Walk.

b. **CONDITION:** Given the Major Subordinate Command Maintenance Terrain Walk Training and Evaluation Objectives, designated battalion or brigade areas, and approximately six hours for ground units and seven hours for aviation units.

c. **TASK STANDARD:** The battalion or Brigade Command Group demonstrates knowledge and hands on understanding of the Battalions' / Brigade's organizational maintenance program during the course of the Maintenance Terrain Walk with the DCG-S.

d. **SUBTASKS AND STANDARDS:** Using a series of on-site briefings, the command group successfully demonstrates understanding of the following maintenance programs (as applicable):

(1) Preventive Maintenance Checks and Services (Operator Level Preventative Maintenance Checks and Services (PMCS)).

(2) Periodic Services (Unit Level PMCS).

(3) Generator Maintenance.

(4) Communication Equipment Maintenance.

(5) CBRN Equipment Maintenance.

(6) Weapons Maintenance.

(7) Quartermaster Equipment Maintenance.

(8) Container Maintenance.

(9) Field Food Service Maintenance.

(10) Aviation Unit Maintenance.

(11) Army Materiel Status System (AMSS) DA Form 2715 Feeder Report.

(12) Class IX Procedures, Budget Procedures.

(13) Command Maintenance Management Controls.

(14) Dispatching Procedures.

(15) Operator and Maintenance Training.

(16) Safety.

(17) Hazardous Waste Management.

(18) Tool Control.

(19) Basic Issue Items (BII), Components of End Item (COEI), and Additional Authorized List (AAL).

- (20) The Army Maintenance Management System (Global Combat Support System-Army).
- (21) Army Oil Analysis Program (AOAP).
- (22) Calibration (Test, Measurement, and Diagnostic Equipment).
- (23) Publications.

## **2-2. T&EO #1, Maintenance In-brief**

### **TRAINING AND EVALUATION OBJECTIVE #1**

**TASK:** Conduct a Maintenance In-Brief

**CONDITION:** Given a location of the command groups choosing and not more than 20 minutes.

**TASK STANDARD:** Present an overview of the Battalions' / Brigade's maintenance program.

#### **SUBTASKS AND STANDARDS:**

1. Commander briefs the Battalions' / Brigade's current maintenance situation.
  - a. Current maintenance organization.
  - b. Status of maintenance personnel.
  - c. Status of maintenance equipment (authorized / on hand / critical shortages).
  - d. Impact of upcoming training on maintenance operations.
2. Commander briefs AMSS DA Form 2715 Feeder Report / DA Form 1352 data.
  - a. Discuss historical AMSS DA Form 2715 Feeder Report / DA Form 1352 trends.
  - b. Presents a current AMSS DA Form 2715 Feeder Report / DA Form 1352.
3. Commander addresses maintenance issues.
  - a. Compliance with and execution of the Command Maintenance Discipline Program (CMDP).
  - b. Ongoing maintenance / safety initiatives.
  - c. Maintenance concerns and challenges.
  - d. Overage Repairables.
  - e. Tool / Special Tool / TMDE Status.
  - f. Equipment Status Report review.
4. Commander discusses maintenance layout.

- a. Locations of maintenance areas, motor pools and aircraft hangers.
- b. Current facilities status.
- c. Future upgrade projects.

## **2-3. T&EO #2, Orientation**

### **TRAINING AND EVALUATION OBJECTIVE #2**

**TASK:** Conduct a walk through orientation of battalion maintenance facilities for ground and aviation units.

**CONDITION:** Given the command groups area and six hours for ground units and seven hours for aviation units.

**TASK STANDARD:** Command Group conducts a tour of the unit's maintenance facilities explains, in detail, the activities which occur in each area of interest and the duties of key personnel.

#### **SUBTASKS AND STANDARDS:**

##### **1. Areas to be visited during the tour.**

###### **a. Battalion / Brigade Motor Pool.**

- (1) Automotive Maintenance Bay.
- (2) Aircraft Hanger area.
- (3) Prescribed Load Listing (PLL)/ GCSS-Army area.
- (4) Tool Room.
- (5) Maintenance Control Office Maintenance Control Officer (MCO)/Maintenance Control Sergeant (MCS).
- (6) Dispatcher.
- (7) Hazardous Waste Area.
- (8) Petroleum, Oils, and Lubricants (POL) Storage Area.
- (9) Motor Park.
- (10) Ground Support Equipment Shop.
- (11) Containerized Kitchens (CK)/ Mobile Kitchen Trailers (MKT).
- (12) Container Storage Area.

- b. Battalion Communications Shop.
- c. Company Areas.
  - (1) Arms Room (to include major weapon systems).
  - (2) CBRN.
  - (3) Commo Shop.

2. T&EOs pertaining to an operational area are briefed at that site.

## **2-4. T&EO #3, Maintenance Management Program**

### **TRAINING AND EVALUATION OBJECTIVE #3**

**TASK:** Brief the Battalions'/ Brigade's Maintenance Management Program.

**CONDITION:** Given battalion maintenance program, AR 750-1, DA PAM 750-3, DA PAM 750-8, battalion maintenance SOP, tactical / training mission and Command Group's maintenance policies.

**TASK STANDARD:** Command Group satisfactorily explains the Battalions'/ Brigade's maintenance management program to include contract maintenance augmentation.

#### **SUBTASKS AND STANDARDS:**

1. A current (updated within last six months) battalion maintenance Standard Operating Procedure (SOP) exists. At a minimum it includes the following areas:

- a. Maintenance-related duties and responsibilities for key unit personnel.
- b. How the unit or FSC field maintenance platoon and section is organized.
- c. The Army Maintenance Management System (GCSS-Army) to include:
  - (1) Dispatch Procedures.
  - (2) GCSS-Army and Automation Enablers.
    - (a) Routine transactions and report requirements.
    - (b) Connectivity (Very Small Aperture Terminal (VSAT) / Combat Service Support Automation).
    - (c) Logistics Information Warehouse (LIW): DA Form 2408-9 (Equipment Control Record), requisition status, asset visibility, usage verification, publications, Product Quality Deficiency Reports submissions, Weapons Data Management (Record of Fire).
    - (d) Modification Work Order (MWO), Modification Management Information System (MMIS), Safety of Use Message (SOUW).

- (e) Materiel Common Operating Picture (MCOP).
- (f) Quality Control for dispatch and maintenance.
- (3) Preventative Maintenance Checks and Services (PMCS) as follows:
  - (a) Procedures to be followed during scheduled PMCS periods.
  - (b) Procedures to be followed during scheduled services.
  - (c) Fault recording and correction procedures.
  - (d) Support provided to operators by Field-Level Maintenance personnel.
  - (e) Commodity maintenance (Commo, CBRN, CKs, Weapons, Quartermaster).
- (4) Army Oil Analysis Program (AOAP).
- (5) Test Measurement and Diagnostic / Tool Calibration.
- (6) Tool accountability procedures.
- (7) Safety Requirements as follows:
  - (a) All applicable safety guidance associated with equipment maintenance.
  - (b) SOP for managing Safety of Use Messages.
  - (c) Environmental and hazardous materials waste management.
  - (d) Lifting and holding device servicing.
  - (e) Arc welding and cutting.
  - (f) Chemical Agent Resistant Coating (CARC).
  - (g) Storage and Handling of Compressed Gas.
- (8) Unit Maintenance Training as follows:
  - (a) The unit's programs for operator / crew and mechanic field-level training.
  - (b) Procedures required for acquiring a Government Equipment Operators License / Permit and OF 346 (U.S. Government Equipment Operator's Identification Card).
  - (c) Unit Driver and Mechanic awards program.
- (9) Motor pool security.
- (10) Readiness reporting.

- (a) 2715 Feeder Reports.
  - (b) Recurring command information briefs.
- (11) Publications.
- (12) Work order management to include:
  - (a) Maintenance priorities and task management.
  - (b) Controlled exchange procedures and requirements.
  - (c) Man-Hour accounting
  - (d) Maintenance evacuation requirements and procedures.
- (13) Equipment classification as follows:
  - (a) End item and component classifications.
  - (b) Estimated Cost of Damage (ECOD) and Actual Cost of Damage (ACOD) preparation and procedures.
  - (c) Maintenance Expenditure Limit (MEL).
- (14) Battle Damage, assessment, and repair (BDAR), and recovery.
- (15) Repair parts (CLIX) Management.
  - (a) CLIX Requisitioning Process.
  - (b) Parts Received not Installed.
  - (c) Service Parts.
- (16) Shop Stock.
- (17) Battery Management Program.
- (18) Recoverable Items Management.
- (19) Scrap materiel management.
- (20) Warranty management program.
- (21) Army Record Information Management System filing system.
- (22) Equipment winterization and extreme climate program
- (23) Program and usage of Operational Readiness Float (ORF) assets within the BCT IAW AR 750-1 and AK PAM 750-5.

(24) Unit TSRP Programmed FY requirements and last two years program utilization IAW AK PAM 750-7.

2. Commanders at all levels, first line supervisors and platoon chains of command are actively involved in conduct, supervision and inspection of unit maintenance activities.

a. Maintenance is integrated with other training as appropriate.

b. Maintenance is a scheduled training activity when appropriate.

c. Officer Professional Development (OPD) / Non-Commissioned Officer Professional Development (NCOPD) classes are conducted on appropriate maintenance topics. Emphasis is on hands-on training. Leaders lead by example.

d. Commanders conduct spot checks to gain a snapshot status of unit equipment and emphasize maintenance proficiency.

3. Command inspections to include CMDP inspections IAW DA Pam 750-1, CH10, are conducted at regular intervals. Inspections are time or event driven and are intended to sustain a high level of maintenance proficiency.

4. Commander has an established Quality Assurance program to prevent the use of Non Mission Capable (NMC) or unsafe equipment. Program should include:

a. Procedures to inspect and properly clear for use, equipment identified with PMCS or Safety Non Mission Capable (NMC) "X" deficiencies or "Circle X" NMC deficiencies IAW DA Pam 750-8.

b. Technical Inspectors that are appointed to perform Quality Control duties IAW DA PAM 750-8.

5. Commanders are kept informed of their current maintenance posture, trends, potential problems, ORF assets or requirement, and other areas of command interest through regularly conducted briefings or "scrubs". Emphasis should be on frequent, short sessions rather than sporadic marathon meetings.

6. Local inspection / training assets are utilized to validate maintenance status and train personnel.

a. Staff assistance visits.

b. Local training courses provide by outside agencies.

7. Field maintenance personnel supervise and control the conduct of all scheduled services. Spot-checks of operator PMCS and maintenance are conducted daily.

8. Maintenance / Operator incentive programs are in place to enhance pride and ownership in vehicles and equipment. Non-Commissioned Officer (NCO) involvement is the key element.

a. Drivers / Mechanics Badges.

b. Driver / Unit Safety Awards.

c. Unannounced Equipment Roll (Roadside Inspection)= three or four day pass based on performance.

d. Obstacle Course / Truck / TRACK Rodeo (FM 55-30).

e. Round Robin PMCS Certification (Squad / Platoon events).

f. Junior Leadership Maintenance Certification Program.

## **2-5. T&EO #4, Maintenance Safety Program**

### **TRAINING AND EVALUATION OBJECTIVE #4**

**TASK:** Brief the Battalions'/Brigade's Maintenance Safety Program.

**CONDITION:** Given the battalion maintenance operations, maintenance facilities, unit equipment, unit maintenance SOP, current TM's, and a requirement to safely conduct unit maintenance operations IAW TB 43-0124, TB 43-0156 and MAM 05-035.

**TASK STANDARD:** Command Groups satisfactorily explain the unit's maintenance safety program.

#### **SUBTASKS AND STANDARDS:**

1. Unit maintenance SOP specifically addresses safety.

a. Garrison operations.

b. Field operations.

c. Recovery operations.

d. Operator safety.

2. All maintenance bays and separate shops have prominently displayed serviceable fire extinguishers and first aid kits.

a. First Aid Kit inventoried on a regular basis and restocked if necessary.

b. Primary and alternate operators are designated for each fire extinguisher. Extinguishers are regularly inspected and certified for serviceability.

c. All motor pool areas are marked IAW Occupational Safety and Health Administration (OSHA) standards.

d. Eye wash stations are flushed and tested on a monthly basis.

3. A fire evacuation plan is posted for all work areas. Location of fire extinguishers and First Aid Kits is marked.

4. Drivers are licensed, trained in operation of their vehicle, have a valid DA FORM 5984-E and DA Form 348-E and are supervised by a senior occupant during movement.

- a. Goggles are available in dusty environments.
- b. Night driving (service and blackout drive) trained.
- c. Single vehicles operating in isolated terrain maintain radio contact with controlling headquarters.
- d. Tie-downs are present for all vehicle antennas.
- e. Fuel cans are secured with cap to the inside.
- f. Vehicles have serviceable fire extinguishers and First Aid Kits present during operation.
- g. Hearing protection is available for generators and all LMTV vehicles or larger.
- h. Grounding rods for generators and fuel tankers are available and used.

5. Tire cages are on hand, meet OSHA standards, serviceable and used when inflating tires. Cages have a 10-foot extension hose to prevent operator from close proximity to the cage.

6. Jacks and load bearing equipment are inspected and marked on a regular scheduled basis.

7. Jack stands are used when a vehicle is jacked up off the ground.

8. Equipment is not stored in a building if it has fuel in its tank.

9. Oxygen and acetylene tanks are stored more than 50 meters apart.

10. Ground guides are used at all times.

11. All leaders take aggressive action to correct identified safety problems.

12. A safety board is available with all required equipment.

## **2-6. T&EO #5, Hazardous Waste Program**

### **TRAINING AND EVALUATION OBJECTIVE #5**

**TASK:** Brief the Battalions'/ Brigade's Hazardous Waste Program.

**CONDITION:** Given AR 385-10, AR 700-141, and Local SOP (Hazardous Waste Container Storage).

**TASK STANDARD:** Command Groups satisfactorily explains the unit's hazardous waste program.

#### **SUBTASK AND STANDARDS:**

- 1. Hazardous Waste Program.

- a. Monitor is appointed in writing.
  - b. Storage locations are clearly marked.
    - (1) Hazardous materials are labeled properly.
    - (2) MSDS (Material Safety Data Sheet) accompanies all hazardous material.
  - c. Hazardous materials training is incorporated in NCOPD / OPD.
    - (1) Handling.
    - (2) Transporting.
    - (3) Disposal of hazardous waste.
2. Hazardous Waste collection point established.
- a. Location clearly marked and secure.
  - b. Hazardous material containment devices are in place and properly marked.
  - c. Hazardous waste containers used only for specified oil.
  - d. Full containers are turned in within three days to Hazardous Material Pharmacy.
  - e. Special personal protective equipment (PPE) is on hand.
  - f. Battalion personnel are familiar with and knowledgeable about hazardous waste procedures to include disposal of NMC mask filters and lithium batteries.
  - g. Absorbent kits are on hand for all fuel tankers.

## **2-7. T&EO #6, Operator Training and Licensing Program**

### **TRAINING AND EVALUATION OBJECTIVE # 6**

**TASK:** Brief the Unit Operator Training and Licensing Program

**CONDITION:** Given AR 600-55, AR 385-55, unit SOP, appropriate forms and records.

**TASK STANDARDS:** Command Groups satisfactorily explains the unit's Operator Training and Licensing Program.

#### **SUBTASKS AND STANDARDS:**

- 1. Command Group explains Operator Selection Process.
  - a. Operator candidates meet standards outlined in AR 385-55, and AR 600-55.

- b. Commander's interview is conducted and recorded.
  - c. Preparation of DA Form 348-E and subsequent issue of DA FORM 5984-E.
  - d. Soldiers have current eye exam IAW AR 600-55.
  - e. Master Driver Program.
2. Training Requirements.
- a. Operator Training is scheduled on Battalion Training Schedule.
  - b. Minimum standards for Training, Testing and Licensing Army motor vehicle, engineer and miscellaneous equipment operators are IAW AR 600-55, and TB 600-1 and -2.
  - c. Sustainment / Seasonal training is scheduled and conducted on a recurring basis.
  - d. Master Driver, Operator Trainers, qualifying official and issuing official are appointed in writing and meet the requirements of AR 600-55.
3. Maintenance of Forms and Records.
- a. All entries of DA Form 348-E / DA FORM 5984-E are complete and correct.
  - b. The control ledger is maintained IAW AR 600-55 and local directives.
  - c. Unit has a system established for:
    - (1) Review and update of DA Form 348-E/DA FORM 5984-E.
    - (2) Annual reconciliation of DA Form 348-E / DA FORM 5984-E with civilian driver's license are IAW AR 600-55.

## **2-8. T&EO #7, Maintenance Publications System**

### **TRAINING AND EVALUATION OBJECTIVE #7**

**TASK:** Brief the Battalions'/Brigade's Maintenance Publications System at the organizational and user level.

**CONDITION:** Given the unit's current DA Form 12 series publication account printout, Unit Publications SOP, with internal distribution scheme, Unit Maintenance SOP, required maintenance publications and the requirement to maintain a desired level of issue for current maintenance publications.

**TASK STANDARD:** Command Groups satisfactorily explains the unit's publication program.

#### **SUBTASKS AND STANDARDS:**

1. Unit maintains a list of current maintenance publications required based upon unit equipment (to include weapons, missile, communications, CBRN, CKs / MKTs and local directives).

a. Maintained at company and shop / section level. Account manager and sub-account holders trained.

b. New equipment references are added to the pin point 12 series and requisitioned through APD for immediate stockage.

2. Current operator and unit level maintenance publications are available at the respective worksite and being used.

3. Each piece of equipment has a current TM-10 Operators Manual, TM-10 HR and Lubrication Order as applicable, on-hand.

4. Units conduct periodic inventories of on-hand maintenance publications and initiate a publications request to obtain updates, changes or missing items.

5. Units conduct semi-annual review of DA Form 12 series publication account at ADP website (apd.army.mil).

6. Automated CDROM software such as Electronic Technical Manuals (ETM) are on hand or on request. Serviceable automation equipment is available at the respective worksite and capable of operating the CDROM software. Users demonstrate access to WEBFLIS (Federal Logistics Information Service) in lieu of discontinued FEDLOG DVDs.

7. All MWO, Safety of Use and Maintenance Advisory Messages are on file for all assigned equipment.

8. Units MWO coordinators have access to Army Electronic Product Support (AEPS) account, to include Modification Management Information System (MMIS) to review and update any MWO applied by the unit.

## **2-9. T&EO #8, GCSS-Army Work Flow**

### **TRAINING AND EVALUATION OBJECTIVE #8**

**TASK:** Brief the flow of unit GCSS-Army documentation.

**CONDITION:** Given unit GCSS-Army documentation, DA Pam 750-8, DA PAM 750-3, GCSS-Army EUM+ (End User Manual) and a requirement to follow the document flow generated by a maintenance deficiency.

**TASK STANDARD:** Command Groups satisfactorily explains GCSS-Army documentation flow.

#### **SUBTASKS AND STANDARDS:**

1. Commander follows flow of maintenance documentation from identification of a fault by an operator through successful repair of the broken item.

a. Flow when parts are on hand.

b. Flow when parts are not on hand.

- c. Flow when equipment requires Sustainment level maintenance.
2. Maintenance and supply records are crosschecked to include the usage of ORF asset and the repair status report sent forward IAW AR 750-1.

## **2-10. T&EO #9, Class IX Requisitioning**

### **TRAINING AND EVALUATION OBJECTIVE #9**

**TASK:** Brief Class IX Repair Parts Requisitioning and Budget Program.

**CONDITION:** Given the Class IX GCSS-Army Order Status Report, GCSS-Army System, DA Form 5988-E, applicable vehicle / equipment TM-10 and -20 Parts Manuals, GCSS-Army Readiness Posture Report, GCSS-Army Shop Stock authorization listing, GCSS-Army EUM+, on-hand Shop Supply, AR 710-2, AR 725-50 and DA Pam 710-2-1.

**TASK STANDARD:** Command Groups satisfactorily demonstrates an understanding of Class IX requisitioning procedures.

#### **SUBTASKS AND STANDARDS:**

1. Company / Troop activities (i.e. communications, CBRN, arms room, Dining Facility, supply room) requisition CL IX parts on DA Form 5988E/DA Form 2404 from GCSS-Army maintenance control clerk who returns the form with document numbers annotated. Automotive requirements are based on deficiencies noted on DA Form 5988E which require a repair part. Applicable repair parts manuals or ETMs, FEDLOG and appropriate reader are maintained at user / unit level for all organizational repairable equipment.
2. Explain the DA Form 5988E Historical Faults and parts requested Section.
3. Explain the flow of a new parts request from input into GCSS-Army by the GCSS-Army Clerk, to ZPARK, explain release strategy. Discuss the approval or disapproval process including standard for processing time. Discuss ZPARK orders with reference to funds available current business rules.
4. Explain the flow of 5988E for commodities (i.e. communications, CBRN, arms room, Dining Facility, supply room) requisition CL IX parts on DA Form 5988-E from GCSS-A Army clerk who returns the form with order numbers annotated.
5. Validate that automotive parts ordered against a noted fault are annotated on the DA Form 5988-E. All faults carried on DA Form 5988-E's requiring a repair part, have that part on-order and order number annotated.
6. Explain the Equipment Status Report (ESR). Explain the relationship between Qty Rq, Qty Is, Qty Oh, Nx Lvl. Explain Supply Support Activity (SSA) purchase order (PO) for: Part Issued to customer and request passed to National Level. Explain ERC, St, Pr, and ESD. Explain Soft Pegging. Explain Technical Status vs Operational Status.
7. If no status is received on requisitions within 72 hours, status is requested. If status is a rejection status (CJ) before submitting a new request (AOA), the GCSS-Army Clerk will check the

National Stock Number (NSN) for Acquisition Advice Code (AAC) and Source Maintenance and Recoverability Code (SMR) to ensure the unit is authorized to order and replace the item.

- a. Verified that the transaction has passed both ZPARK and the plant 2000 release strategy.
  - b. Check the GCSS-Army T-Code MD04 with the material number at both the units and SSA's Material Release Point (MRP) area to ensure there is a valid requisition in GCSS-Army (the requisition could be a SSA document that has been "soft pegged" to the customer requisition).
8. Explain the internal system to monitor the Repairable/Recoverable Report (ZOAREP) weekly. Maintenance personnel will review and process recoverables daily. Note the 10 day standard for turn in of recoverable items to the SSA. **ZOAREP** can be used by any functional user in GCSS-Army to monitor turn-ins for a single unit or to monitor turn-ins for multiple units. This report also features traffic light aging indicators. The indicators have been set in accordance with the GCSS-Army All Army Activities (ALARACT) 222-2012 that are in effect. This feature is a global default that cannot be modified.
9. Repair parts issued to operators / mechanics for installation are signed / initialed for on DA Form 5988-E.
10. Shop Supply Management.
- a. Demonstrate the Shop Stock Summary Report, Shop Stock Detail Report and Bench Stock Detail Report. Define Shop Stock and Bench Stock. Explain the term SLOC, explain Total Lines, Total On-Hand Value, Zero Balance Lines and Zero Balance Percentage.
  - b. Annual Demand Analysis Reports (ZCONB / ZCON1) is executed by the unit to identify appropriate stockage lines and stockage levels.
  - c. Shop Stock and Bench Stock is inventoried monthly and any shortages identified will be considered physical loss. The maintenance manager must make determination to post the inventory or recommend FLIPL. If all counts match the inventory automatically closes. The Commander can use Display Physical Inventory Documents (MI22) to view all current and past inventories.
  - d. Shop Supply must be structured to support all organizational equipment including vehicles, trailers, communications, engineer, small arms, CBRNE and Dining Facility equipment.
  - e. All Shop Supply lines will have a Materials Requirements Planning Code (MRP) MRP ZV and PD are demand supported stock. Commander discusses non-demand supported stock codes ZP and ZM. ROP vs Safety Stock MRP type PD remove bin location.
  - f. Demonstrate and explain IWBK (Material Availability Information (Parts)) report to show stocks on hand being issued to work orders.

## **2-11. T&EO #10, Scheduled Services**

### **TRAINING AND EVALUATION OBJECTIVE #10**

**TASK:** Brief the Battalions'/Brigade's system for conduct of Unit Level PMCS (Scheduled Services).

**CONDITION:** Given battalion equipment, GCSS-Army Equipment Scheduled Service. DA PAM 750-8, DA PAM 750-3, appropriate TMs and LO's and requirement to perform recurring TM-20 level PMCS, and GCSS-Army EUM+.

**TASK STANDARD:** Command Groups satisfactorily addresses the unit-level PMCS program.

**SUBTASKS AND STANDARDS:**

1. Commander demonstrates "Display Maintenance Plan Status Report (ZMPRPT) on GCSS-Army or in hard copy form for a 12 Month Period. Each piece of equipment requiring TM-20 unit level PMCS has those services scheduled on the GCSS-Army reports.
2. Scheduled services are listed on the unit's training schedule.
3. Equipment services, including all components of the equipment, are performed to standard IAW the appropriate Technical Manual and within proper variance as prescribed by DA PAM 750-8. Explain the "Comp Stat" field on the ZMPRPT in relation to variance authorized. Demonstrate the ALV (ABAP (Advanced Business Application Programming) List Viewer) Graphic dialog box to demonstrate the On-time Service Completion Percentage Rate for the past 12 months.
4. Equipment in the low usage program has all required documentation completed and on file as required by DA PAM 750-8 and AR 750-1.
5. The commander explains the Quality Assurance process for equipment undergoing Unit level PMCS. This covers initial, in-progress and final technical inspections necessary to properly clear NMC and Safety NMC deficiencies created by performance of the scheduled service or identified / repaired IAW DA PAM 750-8.
6. GCSS-Army entries are entered IAW the GCSS-Army EUM+ and DA PAM 750-8.
  - a. GCSS-Army Service Schedule is run at the end of each month for the next 30-day service period.
  - b. When the service is completed the date / miles / hours are logged in the GCSS- Army system. The system automatically schedules the next service from the completion date logged in.
7. Unit maintains a completed scheduled service packet for each piece of equipment requiring Unit Level PMCS or higher as prescribed by appropriate TM-20 series. At a minimum the packet consists of the completed DA Form 5988-E and supporting documentation that a final road test was performed.
8. All periodic services are conducted under supervision of unit field maintenance personnel.

**2-12. T&EO #11, Army Oil Analysis Program**

**TRAINING AND EVALUATION OBJECTIVE #11**

**TASK:** Brief the conduct and control of battalion Army Oil Analysis Program (AOAP).

**CONDITION:** Given equipment requiring AOAP, Displayed Equipment Situation Report in GCSS-Army, AR 750-1, DA PAM 750-8, Unit Maintenance SOP, applicable forms, a requirement to take oil samples from designated equipment on a recurring basis and laboratory findings.

**TASK STANDARD:** Command Groups satisfactorily explains the unit's Army Oil Analysis Program.

**SUBTASKS AND STANDARDS:**

1. AOAP monitors and alternates are appointed, trained and certified.
  - a. Primary and alternate monitors are appointed in writing.
  - b. AOAP primary / alternate monitors are trained and certified to maintain the following AOAP records and files.
    - (1) GCSS-Army generated DA Form 2026 (Oil Analysis Request).
    - (2) Automated AOAP Printout / GCSS-Army Equipment Situation Report /ISDFPS/DISP\_EQU\_SIT.
    - (3) DA Form 3254-R (Oil Analysis Recommendation and Feedback).
  - c. A current list of the primary and alternate AOAP monitors (name, unit, phone number) is provided to Installation and Division AOAP Monitors. A copy is maintained by at the unit.
  - d. DA Form 348-E is annotated for primary and alternate monitors reflecting training.
2. Recurring equipment oil samples are taken as prescribed by DA PAM 750-8.
3. Instructions received from laboratory or Installation / Division Monitors are acted on without undue delay.
4. Operators and maintenance personnel are trained in drawing oil samples from equipment components.
  - a. DA Form 348-E is properly annotated reflecting training.
  - b. Adequate stocks of blank forms, sampling kits, sample bottles, tubing and oil sampling pumps are maintained on-hand.
5. Unit maintains the most recent two automated laboratory printouts for all equipment.
6. The following actions take place when an oil sample is required:
  - a. AOAP primary / alternate monitors prepares DA Form 2026 and verifies that the form contains the correct information.
  - b. Assigned operator / supervisor is contacted and issued required oil sampling supplies necessary to draw equipment oil samples.

c. Operator / supervisor draws sample, DA Form 5991-E is attached to oil sample bottle with a rubber band and returned to the unit AOAP monitor.

d. AOAP monitor delivers sample(s) to lab within 24 hours.

e. Telephonic or DA Form 3254-R instructions are immediately complied with.

(1) Instructions in block 9, DA Form 3254-R, are complied with.

(2) Until corrective / diagnostic action is taken by unit, equipment is removed from service. Equipment **Will Not Be Reported as Not Mission Capable** for AMSS DA Form 2715 purposes, unless required by the applicable equipment TM-10 / -20.

## **2-13. T&EO #12, AMSS DA Form 2715 Report**

### **TRAINING AND EVALUATION OBJECTIVE #12**

**TASK:** Brief the preparation, consolidation and quality control procedures for daily and monthly AMSS DA Form 2715 Feeder Report.

**CONDITION:** Given GCSS-Army and LIW Portal Access, AR 700-138, AR 220-1, current Modified Table of Organization and Equipment (MTOE), GCSS-Army Electronic User Manual+ (EUM+), Logistics Information Warehouse (LIW) MCOP, and Battalion Maintenance SOP.

**TASK STANDARD:** Command Group demonstrates familiarity with the ESR, LIW MCOP Fleet Readiness / Projection applications, and the GCSS-Army Readiness Posture Report / AMSS DA Form 2715 Feeder Report content.

### **SUBTASKS AND STANDARDS:**

1. Battalion SOP clearly establishes Equipment Status Report (ESR), and LIW MCOP Fleet Projection review periods to quality control data and manage NMC equipment. Monthly GCSS-Army Readiness Posture Report / AMSS DA Form 2715 Feeder Report.

2. NMC vehicles and equipment are monitored on the GCSS-Army ESR report.

a. Equipment with a noted NMC deficiency is in the unit's maintenance shop within one working day.

b. Equipment NMC for parts has a valid requisition within one working day.

c. Requisition and job status are tracked at battalion level to prevent unnecessary NMC time.

3. The monthly AMSS process is automated under GCSS-Army. The report cycle runs from the 16<sup>th</sup> of each month through the 15<sup>th</sup> of the following month. The 2715 Feeder Report can be generated by running the Readiness Posture Report located in the GCSS-Army Business Intelligence (BI) Tools interface. It is not subject to direct input and is automatically generated by system data. To ensure accurate monthly reporting through GCSS-Army AMSS, unit must implement daily, weekly, and monthly review of equipment status. The automated daily Equipment Status Report (ESR), reconciled with Readiness Posture Report, and LIW MCOP Materiel Readiness interface is the best practice. MCOP Fleet Readiness Report and Fleet Projection

Report can be used to monitor NMC equipment status and prevent loss of FMC days due human data errors. Fleet projection report can assist in identifying number of bank days remaining for a particular fleet in order to prioritize maintenance efforts.

a. Monthly AMSS Report accurately reflects available days and NMC time as recorded in GCSS-Army. Demonstrate Readiness Posture Report / 2715 Feeder Report for previous month. Explain the meaning of ERC.

b. Company Commanders personally ensures accurate unit data is maintained in the GCSS-Army System. This includes authorized quantities, on hand quantities, NMC equipment critical to unit mission effectiveness is tracked. Command emphasis is given to and placed upon critical equipment and old jobs.

c. Maintenance Control Officer verifies job status and ensures quality control of the GCSS-Army inputs by the GCSS-Army Clerk. The Battalion Maintenance Control Officer keeps the Battalion Executive Officer (XO) and Commander advised of current maintenance posture on a daily basis.

d. The Battalion Executive Officer monitors unit maintenance posture, coordinates with external agencies for priority support and keeps commander informed.

e. Command Group emphasizes importance of accurate readiness reporting, monitors company readiness within the battalion, educates their commanders and keeps the Brigade Commander informed of the unit's readiness posture.

4. All Commanders regularly validate their unit's readiness status. Old job orders, late parts requisitions and timely repairs are all a command responsibility. Commanders and subordinate leaders must be familiar with maintenance as with Military Occupational Specialty (MOS) related tactical training.

5. Commander explains the importance of the AMSS Reporting Force Element Field and demonstrates it in ISDFPS / LSP2.

## **2-14. T&EO #13, Organizational Maintenance Tools**

### **TRAINING AND EVALUATION OBJECTIVE #13**

**TASK:** Brief maintenance and control of organizational maintenance tools.

**CONDITION:** Given unit special tools, unit tool room, unit tool control clerk, DA PAM 710-2-1, appropriate TM-20P for assigned equipment, unit maintenance SOP and requirement to maintain and account for unit tools.

**TASK STANDARD:** Command Group satisfactorily explains the procedures and control of field maintenance tool program.

#### **SUBTASKS AND STANDARDS:**

1. Tool control and maintenance is addressed in unit maintenance SOP.

a. Storage.

- b. Issue.
  - c. Periodic inventories.
  - d. Maintenance / unserviceable turn-in.
2. Unit tool room is secure, dry and convenient to unit maintenance bays, locked when unoccupied and provides ample / organized storage.
  3. All tools not on hand in tool room may be traced to using individual through use of a DA Form 5519-R (Tool Control Issue Log) or similar device. All tools on hand receipt are 100 percent accounted for.
  4. All organizational special tools are on-hand or on valid requisition for all commodity areas performing organizational maintenance. Special and local purchased tools are accounted for and inventoried on DA Form 2062 Hand Receipt or GCSS-Army equivalent.
  5. Hand receipt is updated semi-annually. All missing items are on order and a document number available.
  6. Procedures are established for turn-in and requisitioning of lost, damaged and broken tools.
  7. Tools are well maintained with no rust, excessive oil or grease or damage effecting serviceability present and properly marked IAW AR 190-51.
  8. Procedures for establishment of a field tool room are documented and utilized during unit field exercises. All conditions apply. All field maintenance tools must be deployable.
  9. Tools requiring services (calibration, load testing) are within variance.
  10. Tool Room Control Clerk has a current roster of authorized personnel for tool sign out.
  11. Tool Room Control Clerk has a current Accompanied and Unaccompanied access roster.
  12. Tool Room has a "Limited Access" Sign posted on entrance.

## **2-15. T&EO #14, TMDE Program**

### **TRAINING AND EVALUATION OBJECTIVE #14**

**TASK:** Brief the Battalions'/ Brigade's TMDE Program.

**CONDITION:** Given a current automated TMDE printout, Unit Maintenance SOP, AR 750-43, TB 43-180 and TB 750-25, AK PAM 750-43 and TMDE External Support SOP.

**TASK STANDARD:** Command Group satisfactorily briefs the unit's TMDE program.

#### **SUBTASKS AND STANDARDS:**

1. TMDE Coordinator and Officer monitors appointed and trained with current Certificate.

- a. Monitor appointed in writing.
  - b. Monitor trained to interpret and maintain all TMDE records and files.
  - c. DA Form 1687 (Signature Card) is on file at both the calibration turn-in point and the unit.
  - d. A copy of the unit's current TMDE printout is on hand, Master list signed by commander and projected and delinquent list signed by the TMDE coordinator IAW TB 750-25.
2. Equipment requiring calibration.
- a. All equipment requiring calibration is listed on automated calibration printout IAW TB 43-180.
  - b. Calibration tags are present on all equipment (DA Label 80).
  - c. Equipment is turned in for calibration on or before its due date.
  - d. Equipment is picked up from calibration in a timely manner.
  - e. Military or Civilian Technical Manuals are on-hand or request for equipment.
3. Division goal of 3% delinquency rate is being met.

## **2-16. T&EO #15, Automotive PMCS**

### **TRAINING AND EVALUATION OBJECTIVE #15**

**TASK:** Brief the system for Automotive PMCS.

**CONDITION:** Given a company line of vehicles, unit maintenance personnel GCSS-ARMY / Shop Supply documentation, a designated vehicle and appropriate TM-10 operator's manual.

**TASK STANDARD:** Command Group satisfactorily explains the unit's automotive PMCS program.

#### **SUBTASKS AND STANDARDS:**

1. The Command Group explains operator PMCS and completion of DA Form 5988-E on a designated vehicle (hood-side brief).
  - a. Appropriate TM-10 operator's manual is used.
  - b. DA Form 5988-E is correctly filled out.
  - c. All previous faults / shortcomings identified by the operator are already annotated in the faults area of the current DA Form 5988-E.
  - d. Items carried on current DA Form 5988-E requiring repair part(s) requisition(s) for field maintenance have a requested date annotated on DA Form 5988-E.

e. Part requisition dates are annotated on DA Form 5988-E by COB one workday after deadline fault is noted.

f. Parts bin for the selected equipment is checked for operator level installed parts. GCSS-Army report (T-Code IWBK), parts received not installed list is checked to identify the date the part was received by unit. No operator level installed parts should be on hand which were received prior to last unit maintenance day. A plan exists to install field maintenance level parts on unit equipment.

g. Parts issued to a mechanic / operator for installation on a piece of equipment is controlled. The DA Form 5988-E is initialed by the operator / mechanic when parts are put on or a fault is worked off and 5988E is annotated correctly. No parts issued to an operator / mechanic for installation are in the parts bin.

2. The DCG-S randomly selects a vehicle from the line for verification of its maintenance status. Current DA Form 5988-E is obtained.

a. Appropriate TM-10 operator's manual is used.

b. DA Form 5988-E is correctly filled out.

c. The Command Group verifies random shortcomings identified on the DA Form 5988-E. No operator faults are found.

d. Items carried on current DA Form 5988-E requiring repair part(s) for organizational deadline / direct support maintenance have the document number or job order annotated on the DA Form 5988-E.

e. Deadline parts requisitions are annotated on the DA Form 5988-E within one working day of discrepancy being noted.

f. Requisitions are checked against the GCSS-Army report (T-Code IWBK), they are valid and were requisitioned within one day.

g. No Shop Supply items are annotated on the DA Form 5988-E unless out of stock.

h. Parts bin for the selected equipment is checked for operator level installed parts. Items must be marked to identify the date the part was received by unit. No operator level installed parts should be on hand which were received prior to last unit maintenance day. A plan exists to install organizational maintenance level parts on unit equipment.

i. Parts issued to an operator / mechanic for installation on a piece of equipment is signed for on the DA Form 5988-E. Item is initialed by the operator / mechanic when repairs are completed. No parts issued to an operator / mechanic for installation are in parts bins.

3. The following actions occur for NMC equipment.

a. Equipment NMC for parts have required items requisitioned within one working day of discovery of NMC fault.

b. Date equipment is discovered to be non-available and the date to organizational shop is within one working day.

c. Date evacuated to support maintenance is no greater than three working days from the non-available date. This includes any necessary unit preparation.

d. Requisition and job status are tracked at battalion level to prevent unnecessary NMC time.

e. Monthly AMSS Readiness Posture Report /2715 Feeder Report accurately reflects available days and NMC time.

4. Dispatched vehicles meet the following standards.

a. The Operator is the individual annotated on the battalion / unit DA Form 5982-E (Dispatch Control Log).

b. Operator has valid DA FORM 5984-E and is certified on equipment which they are qualified to operate.

c. Battalion has a DA Form 348-E on hand for the operator.

d. The dispatch packet is complete.

(1) TM-10 Operators Manual for all equipment.

(2) DA Form 5987-E (Motor Equipment Dispatch).

(a) SF 91 (Accident Report Form, 1 copy).

(b) DD 518 (Accident Identification Card, 2 copies).

(c) Current operator PMCS for all equipment (5988E or 2404).

e. Vehicle has a warning triangle, first aid kit, fire extinguisher and BII.

4. Services are not past due and are scheduled by GCSS-Army and placed a unit-training schedule ZMPRPT.

5. Equipment is clean. Vehicles have legible bumper markings both front and rear IAW Division Policy and TB 43 -0209.

## **2-17. T&EO #16, Automotive Dispatch Procedures**

### **TRAINING AND EVALUATION OBJECTIVE #16**

**TASK:** Demonstrate the Battalions'/Brigade's Automotive Dispatch Procedures.

**CONDITION:** Given battalion dispatch SOP, a requirement to dispatch a piece of automotive equipment, appropriate TM-10 Operators Manual and Lubrication Order, AR 385-55, DA Form 5988-E, DA Form 5987-E, DA Form 5982-E, SF 91, DD Form 518, DA FORM 5984-E and battalion maintenance facilities.

**TASK STANDARD:** Command Group satisfactorily demonstrates an understanding of the unit's dispatch procedures.

**SUBTASKS AND STANDARDS:**

1. Need for a vehicle is identified far enough in advance to permit driver to complete all dispatch procedures.

a. Reports to dispatcher, verifies DA FORM 5984-E, verifies presence of DA Form 348-E and receives dispatch packet.

b. PMCS performed IAW current TM-10 Operators Manual and AR 385-55 for safety related items.

c. Operator level shortcomings / NMC deficiencies are corrected. Safety items properly "Circled X'd" for limited operations, if mission requires, by the commander IAW DA PAM 750-8. Circle X is done at time of dispatch approval through Work Flow in GCSS-Army.

d. Organizational maintenance shortcomings / deficiencies are repaired or placed on the DA Form 5988-E as deferred maintenance. NMC deficiencies are corrected and Quality Control inspected prior to dispatch approval.

e. Basic Issue Items accompany equipment during dispatch.

f. Operator is given completed dispatch packet.

g. Driver reports to official user.

h. Unit has a Risk Assessment Form used to assess Mission, Enemy, Terrain, Troops-Time available (METT-T) before the vehicle is dispatched.

2. Dispatcher responsibilities:

a. Fills request for equipment to be used.

b. Check operator's DA FORM 5984-E to make sure operator is licensed for equipment requested and is with the operator at the time of dispatch.

c. Issues and collects Equipment Record Folder (dispatch packet) and ensure it contains all required forms.

d. Ensures operator makes all required entries on forms in packet and correctly completes DA Form 5988-E daily PMCS.

e. Ensures newly discovered field maintenance faults are reported to maintenance personnel and repairs made.

g. Ensures no equipment is dispatched with PMCS or AR 385-55 safety NMC deficiencies or repairable faults without correct action or commander approval.

f. Log equipment in and out on GCSS-Army.

3. Dispatch packets will contain following forms.
  - a. Current DA Form 5988-E.
  - b. DA Form 5987-E.
  - c. SF 91 (1 copy).
  - d. DD Form 518 (2 copies).
  - e. DA Form 2404-4 (Only if weapon is to be fired, serviced or repaired).
  - f. Current TM-10 Operators Manual, and -10HR.
4. Equipment is dispatched for a 24-hour period only unless on an approved extended dispatch to meet specific mission requirements (i.e. Field Training Exercise (FTX) or guard duty).
5. All secondary automotive, engineer or quartermaster equipment is on valid dispatch when used (i.e. trailers, generators, pumps, air compressors and M-Gators).
6. First line supervisors are required to inspect dispatch packet for completeness and accuracy while assigned as the official user. Supervisors release the equipment from the mission for return to the dispatcher by the assigned operator.
7. Changes of mission, destination or operator are communicated to dispatcher as soon as possible.
8. Upon return from dispatch, operator completes after operations PMCS checks. Deficiencies are corrected. Vehicle is refueled, secured, emptied of trash and unsecured items and dispatch packet is turned into the dispatcher. Dispatcher inspects forms for completeness, closes out the DA Form 5987-E and replaces any used forms. Dispatch packet is then stored for next use.

## **2-18. T&EO #17 Generator Maintenance Program**

### **TRAINING AND EVALUATION OBJECTIVE #17**

**TASK:** Brief the Battalions'/Brigade's Generator Maintenance Program.

**CONDITION:** Given unit generators, applicable TMs, designated operators, appropriate GCSS-Army documentation, unit maintenance SOP and requirement to maintain generator equipment.

**TASK STANDARD:** Command Group satisfactorily explains the unit's generator maintenance program.

#### **SUBTASK AND STANDARDS:**

1. Each piece of equipment has been input into the GCSS-Army System.
  - a. Services are scheduled in GCSS-Army.
  - b. Services are performed within the allowable variance IAW DA PAM 750-8.

c. Equipment in the low usage program has all required documentation completed and on file as required by DA PAM 750-8 and AR 750-1.

2. Operator inventory components IAW -10HR and PMCS is performed using TM-10 Operators manual on a recurring basis during normal unit maintenance operations.
3. A logbook for each generator is on hand containing a DA Form 5987-E and DA Form 5988-E.
4. Generators are dispatched, with grounding rods, hearing protection and fire extinguishers.
5. Primary and alternate operators are designated for each generator and properly trained and licensed on its operation and maintenance.
6. Equipment identified as defective by operator is turned-in to field maintenance within one working day of the NMC date. Defective equipment above organizational level repair is turned-in to maintenance within three working days of the NMC date using GCSS-Army work request.
7. Requests for Class IX organizational level repair parts are submitted on DA Form 5988-E to GCSS-Army / Shop Stock personnel. Requisitions are ordered using the GCSS-Army document control registers within one working day of receipt. Document numbers are annotated on DA Form 5988-E and maintained IAW unit maintenance SOP.

## **2-19. T&EO #18, BII / COEI / AAL Maintenance Program**

### **TRAINING AND EVALUATION OBJECTIVE #18**

**TASK:** Brief the Battalions'/Brigade's Basic Issue Item (BII), Components of End Item (COEI) and Additionally Authorized List (AAL) Maintenance and Accountability Program.

**CONDITION:** Given battalion equipment, assigned operators, unit supply personnel, DA PAM 710-2-1, unit MTOE, unit maintenance SOP and appropriate equipment TMs.

**TASK STANDARD:** Command Group satisfactorily briefs the unit's BII maintenance and accountability program.

#### **SUBTASKS AND STANDARDS:**

1. All BII / COEI / AAL is hand receipted to operators on DA Form 2062 or GCSS-Army equivalent. All shortage annexes and adjustment documents are present and current.
2. BII / COEI / AAL is inspected, maintained, and inventoried on a recurring basis.
  - a. Inspected / maintained during PMCS.
  - b. A 100% inventory semi-annually, upon return from FTX, or upon change of hand receipt holder.
    - (1) Adjustment actions initiated / completed.
    - (2) Hand receipt updated.

(3) Shortage annex forwarded to S-4, annotated on DA Form 2062 and placed on order.

c. All BII / COEI / AAL is requisitioned IAW the appropriate TM. Additional Authorized List (AAL) items designated by the MTOE or commander, and locally mandated equipment are requisitioned as appropriate and maintained on hand receipt with BII / COEI / AAL.

3. BII / COEI / AAL is stored in a secure place when not being used.

## **2-20. T&EO #19, Container Maintenance Program**

### **TRAINING AND EVALUATION OBJECTIVE #19**

**TASK:** Brief the Battalions'/Brigade's Deployable Container Maintenance Program.

**CONDITION:** Given the battalion area, unit movement personnel, unit deployment containers / Milvans and battalion deployable container SOP.

**TASK STANDARD:** Command Group satisfactorily explains the unit's deployable container maintenance program.

#### **SUBTASKS AND STANDARDS:**

1. All containers are maintained to a serviceable and deployable standard.

a. Serviceability inspections are conducted using the current Air Force Storage and Shipping Container Inspection Checklist and local policy.

b. Container serviceability inspection frequency is as follows:

(1) Annually as part of the commanders Annual / Cyclic property accountability inventory IAW DA Pam 710-2-1 paragraph 9.6 and accurately reflect in GCSS-Army / Army Container Management System (ACAM).

(2) During recovery phase for each redeployment.

c. Containers are correctly marked and stenciled (serial number marked on container).

d. Outside of container is clean and all previous LOGMAR labels removed.

2. Procedures are established for repair of containers at all levels. DA Form 5988-E is on-hand for all unserviceable deployment containers. DA Form 5990-E is on-hand if repairs exceed unit repair capability.

3. Procedures are established to properly inventory and account for deployable containers.

4. Current load plans are on-hand for each deployable container (DD Form 1750 packing list).

## **2-21. T&EO #20, Quartermaster Equipment Maintenance Program**

## TRAINING AND EVALUATION OBJECTIVE #20

**TASK:** Brief the Battalions'/Brigade's Quartermaster Equipment Maintenance Program.

**CONDITION:** Given quartermaster equipment, unit SOP, appropriate TM-10 Operators Manuals, DA Form 5988-E or DA Form 2404 (optional for non-reportable equipment) and DA Form 2408-14, GCSS-Army Service Schedule (optional for non-reportable equipment).

**TASK STANDARD:** Command Group satisfactorily demonstrates an understanding of the unit's quartermaster equipment maintenance program.

### SUBTASK AND STANDARDS:

1. All special quartermaster equipment is properly stored to prevent damage due to mold, mildew or ripping.

a. Tents and blivets are on pallets so air can pass through.

b. Metal moving parts are generously oiled to prevent rust.

c. Each item of equipment has a current DA Form 5988-E or DA Form 2404 (optional for non-reportable equipment) filled out IAW the GCSS-Army EUM+ and DA PAM 750-8.

d. Each item of equipment has an assigned operator / hand receipt holder.

2. Proper forms are maintained IAW the GCSS-Army EUM+ and DA PAM 750-8 for each piece of equipment.

a. GCSS-Army Service Schedule or DD Form 314 (optional for non-reportable equipment) for organizational or special services.

b. DA Form 5988-E or DA Form 2404 (optional for non-reportable equipment) for maintenance.

c. DA Form 2408-14 for deferred repair parts or maintenance for non-reportable equipment.

d. Equipment in the low usage program has all required documentation completed and on file as required by DA PAM 750-8 and AR 750-1.

3. Unit uses GCSS-Army to track NMC time for reportable special quartermaster equipment IAW AR 700-138 and the GCSS-Army EUM+ to ensure unnecessary NMC time does not occur.

a. Property Book 10% inspection and inventory.

b. Annual 100% inspection and inventory.

c. Inventory and serviceability inspections after field problems.

3. Equipment identified as defective by operator is turned-in to field maintenance within one working day of the NMC date. Defective equipment requiring repair is turned-in to support maintenance within three working days of the NMC date using GCSS-Army work request.

4. Requests for Class IX repair parts are submitted on DA Form 5988-E / DA Form 2404 to GCSS-Army / Shop Supply personnel. Requisitions are ordered using the GCSS-Army within one working day of receipt. Document numbers are annotated on DA Form 5988-E / DA Form 2404 and maintained IAW unit maintenance SOP.

## **2-22. T&EO #21, Communications Maintenance Program**

### **TRAINING AND EVALUATION OBJECTIVE #21**

**TASK:** Brief the Battalions' / Brigade's Communications Maintenance Program.

**CONDITION:** Given unit communications shops, unit communications personnel, GCSS-Army / Shop Supply documentation and unit maintenance SOP.

**TASK STANDARD:** Command Group satisfactorily explains the unit's communications maintenance program.

#### **SUBTASKS AND STANDARDS:**

1. Unit communications shops are well organized, neat, and secure. A records maintenance system is established for all assigned equipment using DA Form 5988-E / DA Form 2404 (optional for non-reportable equipment), GCSS-Army Service Schedule or DD Form 314 (optional for non-reportable equipment) and equipment hand receipts. No excess material and / or equipment are maintained. Excess equipment is identified to unit supply for turn-in / lateral transfer requests.

2. All property book communications equipment is accounted for on hand receipts. A current DA Form 2062 or GCSS-Army equivalent is present with all shortage annexes and adjustment documents. Items not present have been accounted for on a property accountability document.

3. Operators.

a. Operators are assigned to each piece of equipment and a DA Form 5988-E / DA Form 2404 (optional for non-reportable equipment) is maintained.

b. The designated operator performs operator maintenance. Communications maintenance is a regularly scheduled and conducted training event reflected on unit training schedules or integrated with ongoing training.

c. Operators are regularly trained on communications equipment and techniques.

(1) Maintenance (IAW current TM-10 manual).

(2) Field expedient communications techniques.

(3) Use of an SKL to include loading radio fills, call signs, challenge and passwords, and signaling codes.

(4) Communications troubleshooting.

4. GCSS-Army Service Schedule ZMPRPT (all reportable / non-reportable equipment) or DD Form 314 (optional for non-reportable equipment) is used to schedule services. GCSS-Army is

maintained for NMC time IAW AR 700-138 for all reportable equipment. All scheduled maintenance is conducted within allowed variance.

5. All wire is recovered after use and configured for further operations. Unserviceable wire is prepared for turn-in and accountability documents used to requisition additional stockage. All wire carried on the property book is accounted for.

6. External training and inspection assets and staff assistance are utilized to provide training and validate unit's communications maintenance posture.

7. Regularly scheduled low density MOS training is conducted for communications personnel at either company or battalion level.

8. Equipment identified as defective by operator personnel is turned-in to organizational maintenance within one working day of the NMC date. Defective equipment above organizational level repair is turned-in to DS maintenance within three working days of the NMC date using GCSS-Army work request.

9. Long distance radio checks of five miles or more are made at least monthly. Unit is in receipt of MSE node responsibility to make weekly radio checks with the Signal unit.

10. Unit maintenance SOP addresses maintenance procedures for communications equipment installed in major end items undergoing services. Repair parts and common hardware are properly stocked and accounted for with the motor pool. No excess is on hand.

## **2-23. T&EO #22 NBC Maintenance Program**

### **TRAINING AND EVALUATION OBJECTIVE #22**

**TASK:** Brief the Battalions' / Brigade's CBRN Maintenance Program.

**CONDITION:** Given the battalion area, unit CBRN personnel, unit CBRN rooms, unit NBC equipment, GCSS-Army / Shop Stock documentation, GCSS-Army Service Schedule (ZMPRPT), company and battalion NBC SOPs.

**TASK STANDARD:** Command Group satisfactorily addresses the unit's CBRN maintenance program.

#### **SUBTASKS AND STANDARDS:**

1. Unit CBRN Room is well organized. All unit CBRN equipment is stored in a manner, which facilitates issue and maintenance and assures accountability. A records maintenance system is established for all assigned equipment using DA Form 5988-E / DA Form 2404 (optional for non-reportable equipment), GCSS-Army Service Schedule or DD Form 314s (optional for non-reportable equipment), DA Form 5990-Es and hand receipts.

2. Unit CBRN personnel are school trained by certified CBRN school personnel.

3. All CBRN equipment listed on unit property book is accounted for on hand receipt. Items not on hand are accounted for on appropriate property accountability documents. A current DA Form

2062 Hand Receipt or GCSS-ARMY equivalent is present with all shortage annexes and adjustment records.

4. A current copy of the Chemical Defense Equipment Report (CDE) is on hand.

5. Operators.

a. Operators are assigned each piece of equipment and operator DA Form 5988-E / DA Form 2404s (optional for non-reportable equipment) are maintained.

b. Assigned user performs operator maintenance. CBRN maintenance is a regularly scheduled and conducted training event reflected on unit training schedules.

c. Operators are regularly trained on CBRN equipment maintenance techniques.

(1) Maintenance IAW current TM-10 manual.

(2) Employment/maintenance of equipment in a CBRN environment.

6. GCSS-Army Service Schedule or DD Form 314 (optional for non-reportable equipment) is used to schedule services / calibration and maintain NMC time. All scheduled maintenance is conducted within prescribed variances.

7. Equipment identified as defective by operator / CBRNE personnel is turned-in to organizational maintenance within one working day of the NMC date. Defective equipment above organizational level repair is turned-in to support maintenance within three working days of the NMC date using GCSS-Army work request.

8. Requests for Class IX repair parts are submitted to battalion on DA Form 5988-E or DA Form 2404 (optional for non-reportable equipment). Requisitions are ordered through GCSS-ARMY within one working day of receipt. Document number is annotated on DA Form 5988-E or DA Form 2404 (optional for non-reportable equipment) and returned to CBRNE room where it is kept open until all repairs have been completed.

## **2-24. T&EO #23 Small Arms Maintenance Program**

### **TRAINING AND EVALUATION OBJECTIVE #23**

**TASK:** Brief the Battalions' / Brigade's Weapons Maintenance Program.

**CONDITION:** Given Unit Arms Room, GCSS-Army / Shop Supply documentation, GCSS-Army Service Schedule (ZMPRPT), unit armorers, unit MTOE and unit maintenance SOP.

**TASK STANDARD:** Command Group satisfactorily explains the unit's weapons maintenance program.

### **SUBTASKS AND STANDARDS:**

1. Unit Arms Room is well organized. All unit arms are stored in a manner which facilitates issue and maintenance. A records maintenance system IAW the ARIMS filing system is established and service packets maintained for all assigned equipment using GCSS-Army Service Schedule or DD

Form 314s (optional for non-reportable equipment), DA Form 5988-Es or DA Form 2404s (optional for non-reportable equipment) and hand receipts.

2. Unit Armorers are school trained and certified by certified Armorers course personnel. Armorers maintain a copy of their certificate in the arms room.

3. All weapons and system components listed on unit property book are accounted for on an Arms Room hand receipt by serial number. Items not on hand are accounted for on appropriate property accountability documents. A current DA Form 2062 or GCSS-Army equivalent is present with all shortage annexes and adjustment documents. A current unit Manning Roster is on hand in the arms room to validate personnel being issued weapons.

4. Inventories conducted daily by butt number count, to include POW (Privately Owned Weapons). Monthly serial number count conducted to include POWs by a disinterested person and checked against the property book.

5. Operators.

a. DA Form 3749 (Equipment Receipt) is used to control issue and turn-in of weapons.

b. Assigned users perform operator maintenance. Unit chain of command verifies weapon cleanliness before weapon is taken to arms room for turn-in. Unit weapons maintenance is a regularly scheduled and conducted training event reflected on unit training schedule.

(1) Defective weapons, which have not been turned-in to support maintenance for repair, are "tagged" to prevent issue and ensure turn-in.

(2) Cleaning equipment and lubricants are readily available to users.

c. Operators participate in unit level PMCS and are trained on weapons maintenance.

(1) Maintenance IAW current TM-10 operators manual.

(2) Immediate action and misfire drills.

6. Equipment identified as defective by operator is turned-in maintenance within one working day of the NMC date. Defective equipment requiring repairs is turned-in to support maintenance within three working days of the NMC date using GCSS-Army work request.

7. Requests for Class IX organizational level repair parts are submitted on DA Form 5988-E or DA Form 2404 (optional for non-reportable equipment) to GCSS-ARMY / Shop Supply personnel. Requisitions are ordered using the GCSS-Army within one working day of receipt. Document numbers are annotated on DA Form 5988-E or DA Form 2404 (optional for non-reportable equipment) and returned to the armorer.

8. GCSS-Army Service Schedule (ZMPRPT) or DD Form 314 (optional for non-reportable equipment) is used to schedule services and maintain NMC time. All scheduled maintenance is conducted within allowed 10 percent variances.

9. External staff agencies and other subject matter experts are used to validate unit weapons maintenance, train unit personnel and provide OPD / NCOPD classes.

10. MCO reviews and updates status of all weapons turned in to support maintenance on a weekly basis. Jobs over 30 days are intensively tracked. When requested, support personnel come to the unit for scheduled maintenance.

11. Supply sergeant supervises weapons repair and is the quality assurance NCO to sign off NMC "X" deficiencies at the unit level.

## **2-25. T&EO #24 Field Food Service Maintenance Program**

### **TRAINING AND EVALUATION OBJECTIVE #24**

**TASK:** Brief the Battalions' / Brigade's Field Food Service Maintenance Program.

**CONDITION:** Given battalion area, unit Food Service personnel, unit Field Food Service equipment, GCSS-Army / Shop Supply documentation, GCSS-Army Service Schedule (ZMPRPT), company and battalion Maintenance SOPs and applicable TMs.

**TASK STANDARD:** Command Group satisfactorily addresses the unit's Field Food Service equipment maintenance program.

#### **SUBTASKS AND STANDARDS:**

1. Unit Food Service Equipment room is well organized. All unit Field Food Service equipment is stored in a manner, which facilitates issue and maintenance and assures accountability. A records maintenance system IAW the ARIMS filing is established for all assigned equipment using GCSS-Army Service Schedule or DD Form 314s (optional for non-reportable equipment), DA Form 5988-Es or DA Form 2404s (optional for non-reportable equipment) and hand receipts.

2. Unit Food Service personnel are trained on all Field Food Service equipment used by them (i.e. Modern Burner Unit, M59 Range, Immersion heaters Mobile Kitchen Trailer (MKT) and Containerized Kitchen (CK)).

3. All Field Food Service equipment listed on unit property book is accounted for on hand receipt. Items not on hand are accounted for on appropriate property accountability documents. A current DA Form 2062 Hand Receipt or GCSS-Army equivalent is present with all shortage annexes and adjustment documents.

4. Unit Food Service personnel display one MKT or CK with all associated components. Any components not on hand are accounted for on appropriate property accountability documents.

5. Operators.

a. Operators are assigned each piece of equipment and DA Form 5988-E / DA Form 2404s are maintained.

b. Assigned user performs operator maintenance. Field Food Service equipment maintenance is a regularly scheduled and conducted training event reflected on unit training schedules.

c. Operators are regularly trained on Field Food Service equipment maintenance techniques.

(1) Maintenance IAW current TM -10 operators manual.

- (2) Employment / maintenance of equipment in a field environment.
- (3) Food Service personnel are licensed IAW AR 600-55 on all equipment.
- 6. GCSS-Army Service Schedule or DD Form 314 (optional for non-reportable equipment) is used to schedule services. All scheduled maintenance is conducted within prescribed variances.
- 7. Equipment identified as defective by operator / Food Service personnel is turned in to maintenance within one working day of the NMC date. Defective equipment turned in to support maintenance within three working days of the NMC date using GCSS-Army work request.
- 8. Requests for repair parts are submitted to battalion on DA Form 5988-E / DA Form 2404. Requisitions are ordered using the GCSS-Army within one working day of receipt. Document number is annotated on DA Form 5988-E / DA Form 2404 and returned to the Food Service Section.

## **2-26. T&EO #25, Maintenance Training Program**

### **TRAINING AND EVALUATION OBJECTIVE #25**

**TASK:** Brief the Battalions' / Brigade's Maintenance Training Program.

**CONDITION:** Given unit maintenance personnel, equipment operators, installation schools, unit maintenance SOP and requirement to train operators / mechanics to job proficiency.

**TASK STANDARD:** Command Group satisfactorily briefs the unit's maintenance training program.

#### **SUBTASKS AND STANDARDS:**

- 1. Battalion maintenance SOP specifically addresses maintenance training for mechanics, operators and supervisors. Recurring low-density MOS training is scheduled and shown on unit training schedules. All mechanics are trained on diagnostic equipment to include MSE.
- 2. Supervisors / leaders are trained on maintenance tasks critical for performance of assigned duties.
- 3. Commander identifies those positions requiring special schooling or certification, establishes a method to monitor status of these personnel and seeks additional school quotas and training assets for maintenance personnel.
  - a. GCSS-Army Shop Supply / GCSS-Army Clerk: GCSS-Army Operators Course.
  - b. Unit XO, MCO, MCS: GCSS-Army Supervisors Course.
  - c. Armorer: Unit Armorer's Course.
  - d. CBRN NCO / Officer: Unit Nuclear, Biological, Chemical Defense Course.
  - e. Various resources provided by 8A G4, 2ID G4, 19th ESC are available to commanders to instruct personnel in all areas of maintenance. Also conduct in-house inspections / deficiency

training. Specific courses of instruction may be created to support unit needs in all areas of maintenance management.

4. Regularly scheduled PMCS and maintenance periods are conducted for all unit equipment. Immediate supervisors train subordinates and inspect / evaluate performance. Retraining conducted as needed.

## **2-27. T&EO #26, Aviation Maintenance Program**

### **TRAINING AND EVALUATION OBJECTIVE #26**

**TASK:** Brief the Battalions' / Brigade's aviation maintenance program

**CONDITION:** Given the Battalion Aviation Maintenance SOP, Command Group's maintenance policies, AR 95-1, AR 700-138, DA PAM 738-751, TM 1-1500-328-23, FM 3-4.700 and TC 3-04.7.

**TASK STANDARD:** Command Group satisfactorily addresses the unit's Aviation maintenance program.

#### **SUBTASKS AND STANDARDS:**

1. Preventive Maintenance System (PMS).

a. The DCG-S selects a fully mission capable (FMC) aircraft tail number.

b. Using the aircraft electronic logbook (DA Forms 2408-13, -18 or automated equivalent and the applicable Preventive Maintenance Daily (PMD) or PMS Checklist), the Commander verifies that all preventive maintenance and special / calendar inspections are current.

c. The Commander explains the following maintenance procedures:

(1) The PMD or PMS as applicable.

(2) Verify the aircraft readiness status is correct.

(3) An open fault record is printed and entries on DA Form 2408-13 are reviewed for quantity and timeliness of deficiency reconciliations; inspecting for an authorized delay document number or work order number on faults with an extended down time. The Commander verifies that all DA Form 2408-18 special / calendar inspections are scheduled into the overall preventative maintenance program. No inspections found overdue.

(4) The Commander verifies that the PMD or PMS Checklist is posted with current changes and explains how maintenance personnel utilize the checklist.

(5) The Commander verifies that all required forms are in the Green logbook and are current. (DA Form 2408-12, -13, -13-1, -13-2, -18 and -31), HIT Log & instructions, compass card, weight and balance record.).

d. The Commander gives an overview of the Phase Maintenance Inspection program utilizing the applicable Phase Maintenance Flow Chart and pre-phase brief.

e. The Commander explains the repair part requisition process from the crew chief / mechanic to tech supply.

## 2. Production Control.

a. The Commander explains the following production control management tools:

(1) The DA Form 2405 Work Order Register on ULLS-A(E)

(2) The Commander gives an assessment of the current work order and man-hour backlog showing workflow through the shops.

(3) How the aircraft daily status report is used to schedule aircraft tail numbers for missions and the interaction of the scheduling with maintenance. Explain the process for scheduling aircraft to accomplish preventive and deferred maintenance.

(4) How the Aircraft Daily Status Report is used to manage available manpower and other assets to accomplish daily-required maintenance actions.

b. The Commander explains the work order process from the field level maintenance to the sustainment and depot maintenance levels with the corresponding processing time for each.

c. The DCG-S selects an open work order from the LIS Generated digital DA Form 2405 and the Commander will provide current status within the associated shop. If repair parts are on order the Commander verifies that the requisitions are open on the document register and valid with current status.

d. The Commander explains the controlled exchange program and walks through a transaction showing the proper documentation. The standard is to ensure that a walk-through requisition and lateral search have been completed, that controlled exchange criteria is met and the proper command controls are in effect and all documentation is completed properly.

e. The Commander provides the unit orders file (book) and produce current orders for the following:

(1) Technical Inspectors.

(2) Weight and Balance technicians.

(3) Oil analysis monitor and alternate.

(4) Safety Officer and NCO.

(5) Test pilots (MTF and one-time flight authority).

(6) Fire Marshall and assistant.

(7) Controlled exchange authority.

(8) Foreign Object Damage (FOD) officer.

(9) APU run-up orders.

(10) HAZMAT Compliance officer.

f. The DCG-S selects an aircraft tail number for weight and balance records review. The Commander explains the weight and balance program and the associated records (DD Forms 365, -1, -2, -3, and -4, or DD Form 365A, B, C and F). The standard is zero deficiencies in the weight and balance program.

g. The Commander briefs the Safety Bulletin Board to include the Operational Hazards Report (OHR) program.

### 3. Quality Assurance.

a. The DCG-S selects an aircraft tail number for current and six month records file review.

(1) The Commander explains the correct procedure for signing off "Red X" deficiencies and provides examples. The standard is zero deficiencies on "Red X" sign offs.

(2) The Commander explains the correct procedures for signing off non "Red X" deficiencies, Maintenance Operation Checks (MOCs) and test flights and provides examples.

(3) The Commander explains the quality assurance records review process and deficiency correction procedures.

b. The Commander explains the historical records management as they pertain to Time Between Overhaul (TBO) component management. The TBO chart and controls instituted to prevent over-flight of TBO components is briefed. The standard is zero deficiencies in over flying TBOs.

c. The DCG-S selects an aircraft for historical records (DA Form 2408-17 Aircraft Inventory) review. Inventory procedures are explained to include required entries made on the form.

d. Utilizing the same aircraft historical records, the required engine records entries for form 2408-19-2 is explained. The standard is zero deficiencies for recording performance information.

e. The Commander explains the Safety of Flight (SOF) and Aviation Safety Action Message (ASAM) notification compliance and completion notification procedures. The standard is zero deficiencies.

f. The DCG-S selects an aircraft for review of the Oil Analysis Records (DA Form 2408-20). The Commander explains the components requiring sampling, frequency of sampling and records management.

g. The Commander provides the current list of recommended Changes to Publications (DA Form 2028) files and explains the unit's participation in the program.

h. The Commander briefs the publications program to include the technical reference library currency, publications required and publications on order.

i. The Commander briefs the calibration control program to include records management, storage of tools and who provides calibration support for TMDE on lifting / hoisting devices.

4. Hangar and Shops Areas.

a. The Command Group conducts a walk-through of the hangar and shops areas highlighting: safety markings, emergency medical treatment stations, safety bulletin boards, firefighting equipment, hazardous waste disposal containers, static grounding points, emergency exits, overhead lifting devices, etc.

b. The Commander makes on the spot checks of personal knowledge of operation and locations of aforementioned items.

c. The Commander conducts a spot check of personnel operating ground support equipment for operator knowledge and proper licensing.

5. Training. The Commander briefs the maintenance training program to include:

a. Formal program in SOP.

b. Execution of training program.

c. Documentation of training conducted.

d. Progression of trained personnel.

6. Aviation Armament.

a. The Commander briefs the safety precautions incorporated in the unit SOP concerning armament.

b. The Commander briefs the records associated with the weapons scheduled services, DA Form 2408-4 and DA Form 2408-18.

c. The Commander briefs the unit procedures for munitions handling to include:

(1) Uniform.

(2) Arming procedures for assigned weapons.

(3) Use of hand signals.

(4) Routine and emergency de-arming procedures.

(5) Functional checks (dummy munitions only).

(6) Protective / emergency equipment.

d. The Commander briefs the munitions storage and accountability procedures for the unit.

e. The Commander briefs the unit armament-training program to include the hazards of laser operation.

f. The Commander briefs, in detail, the unit's armament section operation in the Forward Arming / Refueling Point (FARP).

7. Technical Supply (Class IX Air).

a. The Commander briefs the requisitioning procedures from the mechanic to tech supply and from tech supply to the higher to include requisition processing time standard.

b. The Commander displays a working knowledge of ULLS-A(E) and its reports (document register, due out reconciliation, due-in reconciliation, PLL including demand and non-demand supported lines, demand history, etc.).

c. The Commander briefs unit controls to limit high priority abuse of parts requisitions / work request and excess repair parts.

d. The Commander explains the difference between PLL, ASL and repairable parts management.

e. The Commander explains the procedures and controls in place to ensure timely turn-in of parts to keep parts from being listed as delinquent on the Division Delta Bill over 45 days/Exchange Price Listing (EPL).

f. The Commander conducts a spot check of PLL locations and quantities on hand.

## **Appendix A References**

### **Section I. Publications**

AK PAM 750-5, Operational Readiness Float.

AK PAM 750-7, Sustainment Maintenance Programs.

AR 95-1, Flight Regulations.

AR 190-51, Security of Unclassified Army Property.

AR 220-1, Army Unit Status Reporting and Force Registration - Consolidated Policies

AR 385-10, The Army Safety Program.

AR 385-55, Prevention of Motor Vehicle Accidents.

AR 600-55, The Army Driver and Operator Standardization Program.

AR 700-138., Army Logistics Readiness and Sustainability.

AR 700-141, Hazardous Material Information Resource System (HMIS).

AR 710-2, Supply Policy below the National Level

AR 725-50, Requisition, Receipt and Issue System.

AR 750-1, Army Materiel Maintenance Policy.

AR 750-43, Army Test, Measurement and Diagnostic Equipment.

DA PAM 750-1, Commanders' Maintenance Handbook.

DA PAM 710-2-1, Using Unit Supply System.

DA PAM 738-751, Functional Users Manual for the Army Maintenance Management System – Aviation.

DA PAM 750-3, Soldiers' Guide for Field Maintenance Operations

DA PAM 750-8, The Army Maintenance Management System (TAMMS) Users Manual

TB 43-0124, Safety of Inspection and Testing of Lifting Devices.

TB 43-0156, Stand Vehicle Support.

TB 43-180, Calibration and Repair Requirements for the Maintenance of Army Materiel.

TB 43-0209, Color, Marking and Camouflage Painting of Military Vehicles, Construction Equipment, and Material Handling Equipment.

TB 600-1, Procedures for Selection, Training, Testing and Qualifying Operators of Equipment / Systems, Excluding Selected Watercraft and Aircraft.

TB 600-2, Procedures for Selection, Training, Testing and Qualifying Operators of Construction Equipment, Material Handling Equipment and Armor-Vehicle Launched Bridge.

TB 750-25, Maintenance of Supplies and Equipment: Army Test, Measurement and Diagnostic Equipment Calibration and Repair Program.

TM 1-1500-328-23, Aeronautical Equipment Maintenance Management Policies and Procedures.

FM 3-04.500, Army Aviation Maintenance.

FM 55-30, Army Motor Transport Units and Operations.

## **Section II. Forms**

DA Form 17, Requisition for Publications and Blank Forms.

DA Form 348-E, Equipment Operator's Qualification Record (Except Aircraft).

DA Form 1352, Army Aircraft Inventory, Status and Flying Time.

DA Form 1687, Notice of Delegation of Authority.

DA Form 2028, Recommended Changes to Publications and Blank Forms.

DA Form 2062, Hand Receipt / Annex Number.

DA Form 2404, Equipment Inspection and Maintenance Worksheet.

DA Form 2405, Maintenance Request Register.

DA Form 2408-4, Weapon Record Data.

DA Form 2408-13, Aircraft Status Information Record.

DA Form 2408-14, Uncorrected Fault Record.

DA Form 2408-17, Aircraft Inventory Record.

DA Form 2408-18, Equipment Inspection List.

DA Form 2408-20, Oil Analysis Log.

DA Form 2715, Unit Status Report.

DA Form 3254-R, Oil Analysis Recommendation and Feedback.

DA Form 3749, Equipment Receipt.

DA Form 5519-R, Tool Sign Out Log / Register.

DA Form 5982-E, Dispatch Control Log.

DA Form 5984-E, Operator's Permit Record.

DA Form 5987-E, Motor Equipment Dispatch.

DA Form 5988-E, Equipment Inspection and Maintenance Worksheet.

DA Form 5989-E, Maintenance Request Register.

DA Form 5990-E, Maintenance Request.

DA Form 5991-E, Oil Analysis Request.

DD Form 314, Preventive Maintenance Schedule and Record.

DD Form 365 Series, Aircraft Weighing Records.

DD Form 518, Accident – Identification Card.

DD Form 1750, Packing list

DD Form 2026, Oil Analysis Record.

OF Form 346, U.S. Government Equipment Operator's Identification Card.

SF 91, Motor Vehicle Accident Report.

**Appendix B**  
**Eighth Army Maintenance Terrain Walk Program Checklist**

**B-1. Ground Equipment Maintenance Program Checklist**

UNIT-SPECIFIC INFORMATION AS OF: \_\_\_\_\_  
GROUND EQUIPMENT MAINTENANCE PROGRAM

**MAINTENANCE:**

**GROUND**

OVERALL FMC RATE (90% OR GREATER) \_\_\_\_\_

PACING ITEM FMC (90% OR GREATER) \_\_\_\_\_

NUMBER OF WORK ORDERs OVER 30 DAYS \_\_\_\_\_

TOTAL ITEMS ENROLLED IN TMDE PROGRAM \_\_\_\_\_

DELINQUENCY RATE % (2% OR LESS) \_\_\_\_\_

TOTAL COMPONENTS ENROLLED IN AOAP \_\_\_\_\_

DELINQUENCY RATE % (10% OR LESS) \_\_\_\_\_

**PLL:**

NUMBER PLL LINES \_\_\_\_\_

DEMAND SUPPORTED \_\_\_\_\_

NON-DEMAND SUPPORTED \_\_\_\_\_

DATE LAST RECONCILIATION \_\_\_\_\_

RECON MATCH RATE (90% OR GREATER) \_\_\_\_\_

ZERO BALANCE % (10% OR LESS) \_\_\_\_\_

**HIGH PRIORITY RATES:**

02-05 PRIORITY (15% OR LESS) \_\_\_\_\_

02 PRIORITY (5% OR LESS) \_\_\_\_\_

**EXCESS ITEMS:**

EXCESS LINES ON-HAND (0 LINES) \_\_\_\_\_

EXCESS LINES DUE-IN (0 LINES) \_\_\_\_\_

**CLASS II ITEMS / DURABLE TOOLS & SKOs**

NUMBER OF STATEMENT OF CHARGES LAST 6 MONTHS \_\_\_\_\_

NUMBER OF CASH COLLECTIONS LAST 6 MONTHS \_\_\_\_\_

NUMBER OF FLIPLs IN THE LAST 6 MONTHS \_\_\_\_\_

**B-2. Aviation Maintenance Program Checklist**

UNIT SPECIFIC INFORMATION AS OF: \_\_\_\_\_  
AVIATION MAINTENANCE PROGRAM

**MAINTENANCE:****AVIATION**

PACING ITEM FMC RATE (75% OR GREATER) \_\_\_\_\_

NUMBER OF WORK ORDERS OVER 30 DAYS \_\_\_\_\_

TOTAL ITEMS ENROLLED IN CALIBRATION \_\_\_\_\_

DELINQUENCY RATE % (2% OR LESS) \_\_\_\_\_

TOTAL COMPONENTS ENROLLED IN AOAP \_\_\_\_\_

DELINQUENCY RATE % (10% OR LESS) \_\_\_\_\_

**PLL:**

NUMBER PLL LINES \_\_\_\_\_

DEMAND SUPPORTED \_\_\_\_\_

NON-DEMAND SUPPORTED \_\_\_\_\_

DATE LAST RECONCILIATION \_\_\_\_\_

RECON MATCH RATE (90% OR GREATER) \_\_\_\_\_

ZERO BALANCE % \_\_\_\_\_

**HIGH PRIORITY RATES:**

02-05 PRIORITY (15% OR LESS) \_\_\_\_\_

02 PRIORITY (5% OR LESS) \_\_\_\_\_

**EXCESS ITEMS:**

EXCESS LINES ON-HAND (0 LINES) \_\_\_\_\_

EXCESS LINES DUE-IN (0 LINES)

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## **Appendix C**

### **Example Maintenance Terrain Walk Itinerary**

#### **C-1. Ground Unit**

<u>TIME</u>	<u>EVENT</u>
0900 – 0915	Reception of Guests at BN MP Conference Room/Introductions
0915 – 0945	Maintenance Terrain Walk Overview / Q&A
0945 – 1030	Movement to D Co / Arms Room Review PMCS/Gauging/Purging of NVDs
1030 – 1115	Movement to FSC / CBRN Room Review PMCS/Services/Parts
1115 – 1130	Movement to Motor Pool / Meet Team Chiefs Integration of CRTs into companies CRT bays
1130 – 1200	Shop Office Review PLL/Dispatches / Licensing
1200 – 1500	Motor Pool Walk / Container Inspections
1515 – 1530	After Actions Review + Final Comments

#### **NOTES:**

1. Provide building number and street location for each site to be visited.
2. Strip maps enclosed.
3. Provide itinerary to ACofS, G4 MRB NLT four working days prior to the scheduled walk.

#### **C-2. Aviation Unit**

<u>TIME</u>	<u>EVENT</u>
0900 – 0915	Reception of Guests at BN MP Conference Room/Introductions
0915 – 0945	Maintenance Terrain Walk Overview / Q&A
0945 – 1030	Movement to D Co / Arms Room Review PMCS/Gauging/Purging of NVDs
1030 – 1115	Movement to FSC / CBRN Room Review PMCS/Services/Parts
1115 – 1130	Movement to Motor Pool / Meet Team Chiefs Integration of CRTs into companies CRT bays
1130 – 1200	Shop Office Review PLL/Dispatches / Licensing

1200 – 1400	Motor Pool Walk / Container Inspections
1400 – 1530	Hanger Walk
1530 – 1545	After Actions Review + Final Comments

*NOTES:*

1. Provide building number and street location for each site to be visited.
2. Strip maps enclosed.
3. Provide itinerary to ACoS, G4 MRB NLT four working days prior to the scheduled walk.

## **Appendix D**

### **After Action Review (AAR)**

#### **D-1. General**

a. An After Action Review (AAR) is a review of training that allows Soldiers, Leaders, and units to discover for themselves what happened during training and why. It is also used to solicit ideas on how training can be improved.

b. An AAR is not a critique and does not determine success or failure. An AAR:

- (1) Reinforces and increases the learning that took place.
- (2) Increases interest and motivation.
- (3) Identifies and analyzes strengths and weaknesses.
- (4) Involves all participants.
- (5) Guides toward achieving learning objectives.
- (6) Links lessons learned to subsequent training.

#### **D-2. Purpose**

The Maintenance Terrain Walk AAR focuses on training objectives and address what happened, why it happened, and what could have been done differently to improve the Commander's familiarity with organizational maintenance.

#### **D-3. Concept**

a. An informal AAR is conducted during the last twenty minutes of the Terrain Walk.

- (1) It is conducted by the DCG-S at a location predetermined by the Command Group.
- (2) Only the Command Group will attend.

b. No other special requirements exist.

## **Glossary Abbreviations**

AAC	Acquisition Advice Code
AAL	Additional Authorized List
ABAP	Advanced Business Application Programming
ACAM	Army Container Management System
ACOD	Actual Cost of Damage
AEPS	Army Electronic Product Support
AMSS	Army Materiel Status System
AOAP	Army Oil Analysis Program
ALV	ABAP List Viewer
BII	Basic Issue Items
BI	Business Intelligence
CARC	Chemical Agent Resistant Coating
CDE	Chemical Defense Equipment
CK	Containerized Kitchen
COEI	Components of End Item
ECOD	Estimated Cost of Damage
EPL	Exchange Price Listing
ESR	Equipment Status Report
ETM	Electronic Technical Manuals
EUM+	End User Manual
FARP	Forward Arming/Refueling Point
FMC	Fully Mission Capable
FTX	Field Training Exercise
FOD	Foreign Object Damage
GCSS-Army	Global Combat Support System-Army

GSE	Ground Support Equipment
IWBK	T-Code: Material Availability Information (Parts)
LIW	Logistics Information Warehouse
LPD	Leader Professional Development
MCO	Maintenance Control Officer
MCOP	Materiel Common Operating Picture
MCS	Maintenance Control Sergeant
METT-T	Mission, Enemy, Terrain, Troops, and Time Available
MKT	Mobile Kitchen Trailer
MMIS	Modification Management Information System
MOC	Maintenance Operation Checks
MSDS	Material Safety Data Sheet
MTOE	Modified Table of Organization and Equipment
MTW	Maintenance Terrain Walk
MWO	Modification Work Order
NMC	Non-Mission Capable
NSN	National Stock Number
OHR	Operational Hazards Report
ORF	Operational Readiness Float
OSHA	Occupational Safety and Health Administration
PLL	Prescribed Load Listing
PMCS	Preventative Maintenance Checks and Services
PMS	Preventive Maintenance System
PO	Purchase Order
POL	Petroleum, Oils, and Lubricants
PPE	Personal Protective Equipment

SOF	Safety of Flight
SOP	Standard Operating Procedure
SOUM	Safety of Use Message
SSA	Supply Support Activity
TBO	Time between Overhaul
TMDE	Test, Measurement, and Diagnostic Equipment
VSAT	Very Small aperture Terminal
WEBFLIS	Web Federal Logistics Information Service